

Topsfield Planning Board

May 20, 2008

Clerk Janice Ablon called the meeting to order at 7:40 PM. Board members present were Janice Ablon, Gregor Smith, Ian deBuy Wenniger, Robert Winship and Jonathan Young. Roberta Knight, Community Development Coordinator was also present.

Visitors: Peter Jensen, Richard Doherty, David Varga, and Selectman Martha Morrison.

Reorganization of Board:

Chairman: Clerk Janice Ablon nominated Robert Winship as Chairman; seconded by Member Gregor Smith; so voted 5-0.

Clerk: Member Gregor Smith nominated Janice Ablon as Clerk; seconded by Member Ian deBuy Wenniger; so voted 5-0.

49 Rowley Road: Chairman Winship called the public hearing to order at 7:45PM to consider the application of Rolando Rabines, represented by Hancock Engineering Inc. and Jensen Development Corp., for premises located at 49 Rowley Road requesting a special permit for stormwater management and erosion control pursuant to the Topsfield Stormwater Management and Erosion Control Bylaw. Clerk Janice Ablon read the legal notice for the record.

At this time, Dave Varga the Town's engineering consultant commenced his review of the application relative to engineering design and calculations per his report entitled "Stormwater and Erosion Control Regulations Peer Review," dated May 18, 2008. Mr. Varga noted specific items that would require engineering design changes and revised calculations. These items were discussed and were incorporated as conditions for the special permit.

Section I, Engineering:

1. Stormwater Management Practices TSS Removal: Change Permit Site Plan to reflect installation of water quality unit with three chambers to achieve TSS removal at calculated rate of 78%. Since the Bylaw and DEP standard is 80%, the Planning Board requires pursuant to Section 6 M of the SWEC Regulations annual inspections during the construction phase estimated to be two years, and thereafter annually for the three year period following the issuance of the certificate of completion. All in accordance with the Operation and Maintenance Plan included in the "Data Report In support of Stormwater Management Permit Site Plan at 49 Rowley Road," prepared by Hancock Associates dated April 28, 2008 and last revised 5/14/08, and incorporated herein. Maintenance plan will be re-evaluated three years after completion of project. **Reference BSC Report Section I, #6.**

2. Change Permit Site Plan for revised calculations for time increment to reflect a Δt of 0.01. **Reference BSC Report Section I, #7.**
3. Change Permit Site Plan for revised calculations so that the areas for Pre and Post development are the same. **Reference BSC Report Section I, #11.**
4. Change Permit Site Plan relative to depth of groundwater by raising infiltration structure by 9/10ths of a foot higher for upper trench. To address the discrepancy in the calculation for the determination of seasonal high groundwater due to the distance of the test pits from the proposed detention pond, additional test pits will be performed on-site during the construction of the pond. Town Consultant David Varga will witness testing to acquire accurate determination of seasonal high ground water elevation. All necessary engineering will be performed to revise design to address required DEP two foot off set relative to depth of seasonal high ground water in relation to installation of the pond. **Reference BSC Report Section I, #16.**
5. Change Permit Site Plan to incorporate in design a concrete broad crested weir for sediment forebay outlet structure. **Reference BSC Report Section 1, #23**

Section 2, Permit:

Applicant to request waiver relative to Section 6.0 L (2.1) of Regulations.
Reference BSC Section II, #1

The Construction Sequence Plan from the Conservation Commission Order of Conditions is to be incorporated in the special permit.

The Board noted that the maintenance plan should be re-evaluated commencing with the completion of the project after the three-year period of annual inspections are completed. Any necessary modifications based on the inspection reports should be incorporated at that time.

In addition, Member Ian deBuy Wenniger requested that the Operations & Management Plan Agreement executed by the owner, and the site plan drawings be revised to reflect the conditions of the special permit.

At 9:26 PM, Member Ian deBuy Wenniger made the motion to close the public hearing, seconded by Clerk Jan Ablon; so voted 5-0.

Chairman Winship reviewed the checklist, and found all in order.

Member Ian deBuy Wenniger made the motion to issue the special permit subject to the conditions enumerated in the BSC Report dated May 18, 2008 and as agreed upon; all board members to sign permit upon receipt of revised permit site plan, waiver request and

revised Operations & Maintenance Agreement; seconded by Member Gregor Smith; so voted 5-0.

Outside Consultant Escrow Agreement: Member Gregor Smith made the motion to approve the Chapter 44, Section 53G Outside Consultant Escrow Agreement in the amount of \$2,000 for engineering services related to the special permit for 49 Rowley Road; seconded by Clerk Jan Ablon; so voted 5-0.

BSC Services: The Board discussed with Dave Varga the use of BSC engineering peer review services for the two Elderly Housing Projects. Mr. Varga responded positively to the request.

Authorized Signatures for Town Accountant: The Board members respectively signed the letter of authorization to Town Account and by said signatures thereby acknowledge their individual responsibilities relative to the authorization of payroll and payment of bills.

Liaison Assignments: Clerk Jan Ablon made the motion to approve the following Planning Board liaison/designee assignments (as listed below); seconded by Member Jonathan Young; so voted 5-0

Stormwater Management Committee	Jonathan Young
Soil Removal Board	Ian deBuy Wenniger
Rail Trail Committee	Gregor Smith, Jonathan Young
Mapping Committee	Robert Winship
Main Street Foundation	Janice Ablon

Unit 1, 428A Boston Street, Topsfield, Topsfield Business Park Condominium:

Member Ian deBuy Wenniger made the motion that pursuant to Section 4 of the Special Permit dated June 19, 1984, the Topsfield Planning Board approves the proposed use by East Coast Metrology for condominium Unit 1, 428A Boston Street located within the Topsfield Business Park. The proposed use falls within the parameters for general use categories for the condominium park established under the referenced special permit; seconded by Member Gregor Smith; so voted 5-0.

Stormwater Management and Erosion Control Permit: Clerk Janice Ablon made the motion to approve the permit form for the Stormwater Management and Erosion Control Permit dated May 20, 2008; seconded by Member Ian deBuy Wenniger; so voted 5-0.

The meeting was adjourned at 10:26 PM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator